

MADERA COUNTY

PUBLIC HEALTH ASSISTANT

DEFINITION

Under general supervision, to perform a variety of difficult office and administrative support work related to Public Health Department program and clinics; to organize and maintain clinical records; to assist with the conduct of clinical services; and to do related work as required.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Organizes and maintains Public Health Department program and clinic records; presents AIDS/STD education and outreach to include HIV/STD transmission, symptoms, high risk behavior, and behavioral changes; researches, develops, orders, and maintains supplies and brochures for AIDS outreach program; presents AIDS information through radio talk shows; coordinates special education and testing to specific targeted populations; prepares forms, plans, and correspondence; establishes clinical services; handles provider information and records; organizes and maintains AIDS program and HIV testing records; maintains and updates files; inputs and compiles HIV test data; prepares and distributes periodic notification of services for clients; assists with the conduct of clinics including counseling, phlebotomy, and patient preparation; maintains inventory and secures medical and office supplies; gathers data and completes requisite reporting forms; drives a vehicle to and from clinic sites; transports blood specimens for HIV testing; provides a variety of public information on clinical services and programs; may interpret and translate material for Spanish speaking clients; transports clients to clinical visits; performs follow-up and home visits with clients; ensures completion of State reporting requirements.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Basic knowledge of clinical methods and procedures.
- Sound health practices.
- Function and conduct of health clinics.
- Medical terminology, phraseology, forms, documents, and procedures.
- Account and financial record keeping.
- Record keeping methods and techniques.
- Modern office practices, methods, and computer equipment.
- English usage, spelling, grammar, and punctuation.
- Inventory methods and ordering procedures.

Madera County
Public Health Assistant (Continued)

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Perform a variety of difficult office and administrative support work.
Maintain financial records and reports.
Maintain adequate inventories of supplies and equipment.
Assist with clinical services including phlebotomy.
Provide information to others on proper health practices.
Gather information and prepare reports.
Update and maintain medical records and files.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of increasingly responsible work experience maintaining records, providing office support, providing information, and assisting with the conduct of clinical services.

Training:

Equivalent to the completion of the twelfth grade supplemented by additional course work in public health education, communication, behavioral, or life sciences.

License or Certificate:

Some positions may require possession of, or ability to obtain, HIV Counseling certification.
Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment and standard clinic environment; exposure to infectious diseases; ability to travel to different sites and locations.

Effective Date: May, 1995